

23 December 1958

MEMORANDUM FOR: Acting Assistant Director, CR

SUBJECT : How ADG Can Help the Document Division.

1. The Document Division as you know is responsible among other functions for increasing the efficiency of processing intelligence documents received by OGC for the Agency. Processing includes the dissemination of copies to interested CIA offices and outside agencies and the indexing of such documents into the Intellofax System.

2. The ADG is experimenting with new systems of document handling can help the Document Division to develop more efficient methods of carrying out its functions, e.g., mechanized system of sorting and dispatching mail, automatic dissemination and an indexing system that will more efficiently store and retrieve intelligence information.

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Chief, Document Division